

DEPARTMENT OF ECONOMIC & COMMUNIT DEVELOPMENT
JOB OPPORTUNITY

CONNECTICUT CAREERS TRAINEE/TARGET CLASS: ECONOMIC & COMMUNITY DEVELOPMENT AGENT
Office of Business Development – Domestic & International

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: 505 Hudson Street, Hartford
Job Posting No: 085030
Hours: Monday – Friday, 40 hours/week
Salary: SEE BELOW
Closing Date: March 18, 2016

The Department of Economic & Community Development (DECD) is currently recruiting for a Connecticut Careers Trainee with the target class of Economic & Community Development Agent. In this role you will develop your skills to promote and coordinate economic & community development activities and programs for the State of Connecticut.

This position requires a minimum of a Bachelor's Degree, preferably in Business Administration with an emphasis on Finance or Marketing. Other related disciplines that are deemed appropriate may also be considered. Proficiency with Access, Excel & other Microsoft Office Suite products are also desired.

Knowledge, Skills and Abilities: Oral and written communication skills; ability to acquire knowledge and skills required for the target classification; ability to understand, evaluate and solve problems by exercising judgment and logic; ability to read, interpret and understand written material; ability to perform basic arithmetical computations; ability to interpret charts, graphs and tables; learning and reasoning ability; ability to establish and maintain cooperative relations with superiors, associates and general public; ability to utilize computer software.)

Term of appointment:
For candidates with a Bachelor's Degree:

LENGTH OF TARGET CLASS EXPERIENCE AND TRAINING	LENGTH OF TRAINING PERIOD
Six (6) Years	Two (2) Years

If a candidate has a Master's Degree that is an Allowed Substitution for the target classification the training program may be reduced by one (1) year.

Appointment to positions in this class will be for a period not to exceed a maximum of three years unless there is change in the employing agency or designated target class.

All appointments to this class shall be under terms of a training program and in accordance with a time schedule approved by the Commissioner of Administrative Services. All training plans must be approved by the Department of Administrative Services prior to appointment to this class.

SCHEDULE OF STARTING SALARIES FOR CONNECTICUT CAREERS TRAINEE:

<u>First Year of Training</u>			
Bachelor's degree	SG I5	Step 1	\$45,994.00
Master's degree	SG I5	Step 2	\$47,657.00
<u>Second Year of Training</u>			
General Rate	SG I5	Step 5	\$52,629.00

PROMOTION:

Incumbents in this class will be eligible for promotion without further competitive examination upon successful completion of the training program. Incumbents in this class who meet the qualifications of the target class before the end of the training program must take and pass a competitive examination for the target class in order to be considered for promotion to the target class.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment to:

Irena Baj Wright
Human Resources Specialist
Department of Administrative Services/SmART Unit
860-622-2843 RIGHTFAX or irena.baj-wright@ct.gov

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut and the Department of Economic & Community Development is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.